

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM030	
Creation Date of PD	07/06/06	
Job Title	LA Document Management Team Lead	
SNL Dept Name	License Assessment & Technical Analysis	
SNL Org Number (or TBD)	06853	
Number of Openings	1	
Description of Position	<p>The LA Document Management Team is part of the License Application Group within the Lead Laboratory's Licensing Department. The LA Document Management Team Lead will report to the LA Group Manager and will be responsible for interfacing with the M&amp;O Contractor (currently BSC) LA Production Team to ensure a timely and accurate completion of the LA. This interface will entail coordination between the LA Production Team and the Lead Laboratory Staff responsible for the preparation of LA Chapters 2 and 4, Post-Closure Safety and Performance Confirmation, respectively to produce these chapters adhering to the LA Style Sheet and related LA document development guidelines; resolve comments from reviews; revisions to the text, tables, and figures, as appropriate, to ensure that they are still consistent with source documents; and creation of figures, tables, charts, graphs, document conversions, data analyses as needed for completion of the Lead Laboratory-assigned LA chapters and pertinent sections. In addition, the LA Document Management Team Lead will work with the M&amp;O LA Production Team to ensure draft editions of the Lead Laboratory-assigned LA chapters and sections are tracked with correct versions, and references updated in the Fusion database. The LA Document Management Team will supervise a staff of two or three individuals providing these support services.</p>	
Required Skills & Experience	<p>Demonstrated experience in the production, management and review of complex and lengthy technical documents involving a multidisciplinary group of technical experts; experience in workflow process management ensuring that scheduled is maintained in document production; ability to interact with and assist technical experts in following specified styles and formats in the preparation of documents and in addressing comments.</p>	
Desired Skills & Experience (if applicable)	<p>Knowledge of the Yucca Mountain Project, specifically the preparation of previous drafts of the License Application</p>	
Required Education (Degrees & Levels)	<p>Bachelors degree in a relevant field or equivalent training and experience</p>	
Desired Education (Degrees & Levels - if applicable)	<p>Advanced degree in a relevant field or equivalent training and experience</p>	
Full Time Position? (Y/N)	<p>Yes</p>	
Job Requires lifting 35+ Pounds (Y/N)	<p>No</p>	
Desired Start Date	<p>10/1/06</p>	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.02		
1.5.02.02	License Application	X

Sand #: 2006-4508W